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## ILLINOIS HUMAN RIGHTS COMMISSION

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### **REQUEST FOR REVIEW**

Request for Review deadline date is 30 days after receipt of Notice of Dismissal unless the last day falls on a Saturday, Sunday or on a legal state holiday, in which case the 30<sup>th</sup> day shall be the day after the weekend date (dates) or legal state holiday. DVD submissions and any other electronic media, such as audio or video recordings (except as herein specified), in support of a request are not acceptable and will be returned to sender. Static, non-mobile images in support of a request may be submitted on CD. **If so, the requestor must submit eight copies of the CD at the time of the filing of the request.**

File the original of **no more than 30 pages total** and **3 copies** of the **entire request**, dated, signed and delivered (or postmarked) by the deadline filing date at:

Illinois Human Rights Commission  
100 West Randolph Street,  
Suite 5-100, Chicago, IL 60601.

Notice of the Request for Review will be sent to the Department of Human Rights (DHR) and to the Respondent identified in the Charge. In instances of default, Notice will be sent to the opposing party. **Participation in these proceedings is limited to the Requesting Party and the DHR.**

The DHR has 30 days from the date of Service by the Human Rights Commission (HRC) of the Notice of Filing Request, in which to file a Response with the HRC, serving a copy on the Requesting Party at the same time. If the DHR opposes the Request, its Response shall consist of the following:

- a copy of the Charge including amendments
- DHR's investigation report
- results of additional DHR investigation, if any
- a statement of the DHR's position, including proposed findings to support dismissal.

If the DHR does not oppose the relief being sought in the Request, its Response may consist only of a statement of its position.

The Requesting Party has 15 days from the date of service of the DHR's Response, to file a Reply to the Response with the HRC, with a copy to the DHR at the same time.

A three member Panel of the HRC will review the Request and if it agrees with the DHR it shall enter an order stating its findings and reasons. In instances of default the HRC shall refer the matter to a HRC Administrative Law Judge for a hearing to determine damages. Should the HRC panel find in favor of the Requesting Party it shall order that the dismissal or default entered by the DHR be vacated, and where appropriate remanded (sent back) to the DHR for action consistent with the vacate order.

If the DHR's Response indicates it is unopposed to the relief sought by the Requesting Party in its Request, the Executive Director of the HRC shall enter an order vacating the dismissal or default.

If the Dismissal is affirmed the matter may be appealed to the Appellate Court.